

Guide to Enroll In A Class Using E-Campus

- Once you register and logon to E-campus at <http://www.uri.edu/ecampus/> , click on the following items as they appear on your screen to see when you can start registering for classes : SA-Self Service>Learners Services>Academics>View Enrollment Appointment
- Once you are able to register, click on the following: SA-Self Service>Learners Services>Academics>Enroll in a Class
- Click on the appropriate term (semester)
- Click on Add Classes
- Follow the instructions on the screen. Remember to click the Submit button when you have added all the courses you wish for that semester.
- Check the Add Status column to make sure the class was added successfully.

Using Permission Numbers to Register for Classes

When a student has been given a valid permission number (formally an override form), exactly where to enter the number on the registration pages is not obvious at all. Since this has come to light, below are the instructions to give to the students if they have problems finding it.

Navigation:


[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Academics](#) > Enroll in a Class

[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Academics](#) > **Enroll in a Class** [New Window](#)

Enrollment

View My Class Schedule **Fall 2003**

Donna Gray
Undergraduate University of Rhode Island

HDF 357	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 2923	0001	Lecture	Family & Community Hlth	Undergraduate Grading Scheme		3.00	Enrolled
	4:00PM	6:45PM	Thurs	Pastore Hall 122		09/03/2003 - 12/19/2003	
			Instructor:	Staff			

Go to: [Add Classes](#) [Drop / Update Classes](#) [Swap Classes](#) [Return to Term Search](#)

Click on Add Classes at the bottom of this page.

Enrollment

Add Classes

Fall 2003

Donna Gray

Undergraduate

University of Rhode Island

To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. After you have selected the class you want to add, click the SUBMIT button.

To add additional Class Numbers, click ADD ANOTHER CLASS.

IMPORTANT: VERIFY YOUR ADD WAS SUCCESSFUL BY CHECKING THE ADD STATUS COLUMN BELOW.

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status
<input type="text" value=""/>	<input type="button" value="Q"/>		0.00		Pending
Add Another Class					

Go to: [View My Schedule](#) [Drop / Update Classes](#) [Swap Classes](#) [Return to Term Search](#)

Type in the class number if known.

Click on Submit button. The following page will display.

Enrollment

Add Classes

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To add a class to your schedule, enter the Class Number in the Class Nbr field, or click the lookup button to view the schedule of classes. After you have selected the class you want to add, click the SUBMIT button.

To add additional Class Numbers, click ADD ANOTHER CLASS.

IMPORTANT: VERIFY YOUR ADD WAS SUCCESSFUL BY CHECKING THE ADD STATUS COLUMN BELOW.

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status
<input type="text" value="2933"/>	<input type="button" value="Q"/> HDF 450	0001	3.00	Undergraduate Grading Scheme	Errors found
Add Another Class					

Go to: [View My Schedule](#) [Drop / Update Classes](#) [Swap Classes](#) [Return to Term Search](#)

Click on the course number (in this case, HDF450). The following page will display.

[Home](#) > [SA Self Service](#) > [Learner Services](#) > [Academics](#) > **Enroll in a Class**

Class Enrollment Options

Complete the information where applicable.

Class Nbr: 2933 HDF 450 Introduction to Counseling

Course Career: Undergraduate

Academic Session: Regular Academic Session

Class Section: 0001 Lecture

Class Permission Nbr: If class requires permission to enroll, enter Permission Number.

Units: 3.00

Grading Option: Undergraduate Grading Scheme

OK

Cancel

Type in the permission number and click on OK.

Click on the Submit button once more to confirm the registration.

The Add Status column should now show that the submission was successful.